

Office Furniture

Policy

Berkeley Lab maintains a set of standard office furniture options in order to facilitate the efficient, cost-effective, and timely acquisition and installation of office furniture used by Lab employees and guests. The [standard office furniture](#) provides office furniture options that are responsive to the needs of diverse users and adaptable to a wide range of space constraints. Refer to the Regulations and Procedures Manual for the full [Office Furniture Policy](#).

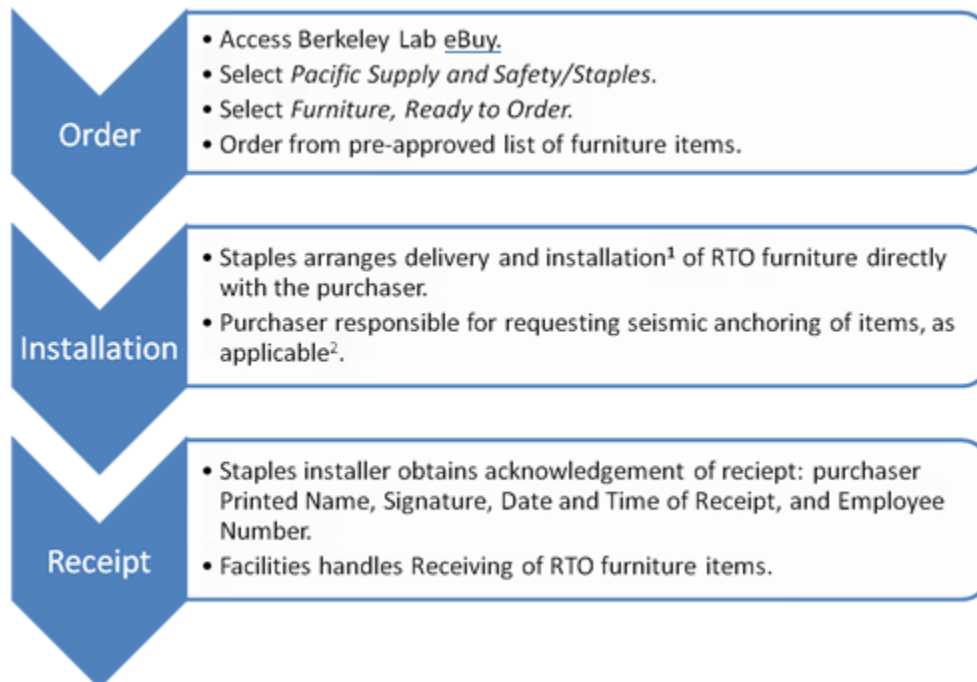
Office Furniture Procurement

There are two methods for ordering office furniture at Berkeley Lab: Ready to Order (RTO) and Design and Quotation.

Ready to Order

The RTO method is a self-service procurement process for ordering small quantities of office furniture selected by the division from the set of Lab-approved standard office furniture. Most items have a 3-4 week lead time, and some are available for a 1-2 week Quick Ship from the vendor's local warehouse.

Follow these simple steps:



¹ Facilities Planning ensures that installers have current Subcontract Job Hazards Analysis and Work Authorization.

² All storage items 48" high and above require seismic bracing following installation of product. Please place Facilities Work Order following product installation.

Design and Quotation

The Facilities Division will assist the division with orders of larger quantities of office furniture and can assist with small orders if the division requests this support. To start the process, please submit a Facilities General Work Request via the [Work Request Center](#).

The LBNL [Furniture Procurement – Design and Quotation Process](#) chart summarizes the procedure for furniture orders following the Design and Quotation procurement method. The chart also provides the estimated time associated with each of the process steps.

